

**MEMORANDUM NO.: 1**

**TO:** County and District Superintendents of Schools  
County and District School Food Service Supervisors/Directors

**FROM:** Todd A. Bedenbaugh, Interim Director  
Office of School Food Services and Nutrition

**DATE:** July 1, 2009

**RE:** National School Lunch, Breakfast, Afterschool Snack, Food Distribution and Fresh Fruit and Vegetable Program Agreements and Policy Statement for Free and Reduced Price Meals 2009-10

Enclosed are materials and forms needed to renew your district's Policy Statement and Program Agreements for the 2009-10 school year. Renewal documents will be sent electronically to food service directors. Complete all required information, obtain the necessary signatures, and return all completed and signed material **no later than Friday, August 14, 2009** to:

Ms. Diane D. Gillie, Program Coordinator  
South Carolina Department of Education  
Office of School Food Services and Nutrition  
3710 Landmark Drive, Suite 300  
Columbia, South Carolina 29204

Upon State Office review and approval, a complete set of the documents will be returned to you for your records and the originals will be retained for our files. No meal claim reimbursements will be paid until the Policy Statement (to include SNACS update) and Agreements have been approved by our Office. If you have any questions or need assistance, call Diane Gillie at 803-734-8193.

**The Policy Statement for Free and Reduced Price Meals**

We are enclosing a full copy of the 2009-10 Policy Statement with instructions and all four sections addressing the actual statement with attachments, confidentiality waivers, direct certification, and the special assistance provisions. Please note that it is **not** necessary to return the Policy Statement in its entirety and that **only** certain renewal documents are required. It is not necessary to submit attachments if State prototypes are used without any changes. **For your convenience, a separate renewal packet of the required sheets to be completed, signed, and returned is enclosed. Please use the enclosed checklist to complete the required documents.** The school district superintendent or the designated district official is ultimately responsible for all program operations in the school district and must sign the renewal document. The full Policy Statement is provided for your information and reference only and does **not** need to be returned to the State Office of School Food Services and Nutrition.

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### **Policy Statement Reminders for 2009-10 School Year**

We are sending the United States Department of Agriculture (USDA) version of the required household application in this year's policy statement package for your use, as well as a revised version with the income frequencies shown. As in the past, any time a meal application is modified from the prototype provided, a copy must be sent to the State Office of School Food Services and Nutrition for review and approval prior to use.

You will continue to complete Section A of Attachment F as it applies to collection issues for the school food authority. If the same as the previous school year submission, it is **not** necessary to add Attachment F to your renewal document. Section B describes in detail meal count procedures that are implemented at the school or site level. The actual procedures used at each site will be entered by code on the profile application that is part of the School Nutrition Automated Claim System (SNACS). You are not required to submit a separate Schedule as part of Attachment F listing each school/site and the meal count procedure for each program operated. Specific information for each school/site is obtained only through the SNACS web-based application including the meal count procedure used for each program; lunch, breakfast, and/or afterschool snacks.

### **The Application for Participation in National School Lunch, School Breakfast, Afterschool Snack, and Food Distribution Programs**

The district and each school's profile information is entered in SNACS. Specific information is requested for each school and/or site operating any of the school nutrition programs including the Afterschool Snack Program if the intention is to claim Federal reimbursement through the State Department of Education and the National School Lunch Program. As indicated in the previous section, information on the meal count "coded" procedures is provided in Attachment F of the Policy Statement.

### **National School Lunch, School Breakfast, Afterschool Snack and Food Distribution Program Agreements**

The 2009-10 Program Agreement has been updated to include the USDA Fresh Fruit and Vegetable Program and therefore must be completed for the 2009-10 school year. **If you have one or more schools participating in the USDA Fruit and Vegetable Program, you will need to submit a new program agreement to update your permanent file.** The National School Lunch, School Breakfast, Afterschool Snack, and Fruit and Vegetable Programs are combined under a single agreement. Please indicate programs to be operated and complete appropriate signatures before submitting to the State Office. Also, the Food Distribution Agreement has been revised and must be completed for the 2009-10 school year. These documents will then become the permanent record until other changes are made in any significant manner.

### **Added Reminders on the Afterschool Snack Program**

In the same manner as the National School Lunch and Breakfast Program, collection and count procedures must result in accurate daily counts of snacks served by eligibility category where appropriate and ensure that student eligibility status is not overtly identified. Daily records at a minimum must include the name of each student in attendance receiving a snack. All of this information is subject to review and audit and must be retained on file to document claims. The chart on the next page is provided as a reference for planning and ensuring that the snacks being offered meet the established meal supplement

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standards. Participating schools should receive this information and maintain documentation of the items and portions served in the snack program.

Minimum requirements for snack (supplement) food components and amounts to be served are shown in the chart below. (Please note that juice may not be served when milk is served as the only other component.)

<b>MEAL SUPPLEMENT CHART FOR CHILDREN</b>			
SNACK (SUPPLEMENT) FOR CHILDREN	CHILDREN 1 AND 2	CHILDREN 3 THROUGH 5	CHILDREN 6 THROUGH 12
<b>(Select two different components from the four listed.)</b>			
Milk, fluid	½ cup	½ cup	1 cup
Meat or meat alternate <sup>1</sup>	½ ounce	½ ounce	1 ounce
Juice or fruit or vegetable	½ cup	½ cup	¾ cup
Bread and/or cereal:	½ slice	½ slice	1 slice
Enriched or whole grain bread or	¼ cup <sup>2</sup>	1/3 cup <sup>3</sup>	¾ cup <sup>4</sup>
Cereal: Cold dry or Hot cooked	¼ cup	¼ cup	½ cup

<sup>1</sup> Yogurt may be used as meat/meat alternate in the snack only. You may serve 4 ounces (weight) or ½ cup (volume) of plain, or sweetened and flavored yogurt to fulfill the equivalent of 1 ounce of the meat/meat alternate component. For younger children, 2 ounces (weight) or ¼ cup (volume) may fulfill the equivalent of ½ ounce of the meat/meat alternate requirement.

<sup>2</sup> ¼ cup (volume) or 1/3 ounce (weight), whichever is less.

<sup>3</sup> 1/3 cup (volume) or ½ ounce (weight), whichever is less.

<sup>4</sup> ¾ cup (volume) or 1 ounce (weight), whichever is less.

**Caution:** Children under five years of age are at the highest risk of choking. USDA recommends that nuts and/or seeds be served to them ground or finely chopped in a prepared food.

TAB/ddg

Enclosures